

ADMINISTRATIVE SERVICES MANAGER

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for overseeing the office and office systems necessary to ensure that the administration of the Sanitary District is carried out in an effective and efficient manner. This position also provides assistance to other District staff, the General Manager, and the Board of Directors. Work is performed under the direction of the General Manager.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Directs and oversees the work of Administrative Services staff.
2. Responsible for all section personnel issues including recommendations for hiring, evaluating, and terminating.
3. Oversees operation of computer network system and arranges for maintenance and repair when required. Performs staff training in use of hardware and software.
4. Administers District payroll including payment of taxes and payroll encumbrances. Prepares all quarterly and annual reports, including W-2 and W-3 forms.
5. Maintains all District personnel records.
6. Maintains and updates OSHA forms postings.
7. Serves as District Benefits Coordinator, including employee health insurance, immunizations, drug testing, CDL examinations, and workman's compensations claims.
8. Oversees billing and collection of all District fees, including database and customer account management.
9. Oversees the collections of insufficient funds and delinquent accounts, including filing of liens.
10. Responsible for monthly reclaimed water billing, reporting, and payment of collected sales tax.
11. Oversees accounts payable and accounts receivable including all invoicing, deposits, and associated reports.
12. Assists Controller with account fund transfers.
13. Assists Controller with research projects and preparation of month-end reports.
14. Oversees preparation of monthly reports, such as utility and fuel usage.
15. Assists other sections with projects and any necessary reporting.
16. Serves as System Administrator for phone system. Maintains and manages phone system.

17. Maintains sewer tap work order logs. Prepares reports for Town Engineering Department.
18. Maintains and tracks inspections and prepares necessary reports and correspondence.
19. Oversees the coordination of blue stake requests by Field Services with Arizona Blue Stake.
20. Oversees encroachment permit and abandonment request process.
21. Oversees District brochures and web site.
22. Oversees response to requests for legal descriptions, addresses, and parcel numbers.
23. Oversees records management.
24. Works on special projects with General Manager.
25. Performs general customer service work.
26. Processes orders for office supply inventory.
27. Prepares and develops standard forms.
28. Maintains and updates District Rules and Regulations, District Policy Manual, Personnel Manual and Office Operating Procedures manual.
29. Trains office staff.
30. Other tasks as assigned by General Manager.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of computers, computer systems, and networks.
2. Overall knowledge of various software applications.
3. Knowledge of general office and accounting principles and procedures.
4. Ability to handle personnel issues.
5. Strong customer service skills.
6. Strong organizational skills and ability to prioritize.
7. Ability to concurrently execute multiple tasks.
8. Ability to make sound decisions.
9. Ability to understand and follow oral and written instructions.
10. In addition to computers, ability to operate other office machines.

11. Knowledge of District functions.
12. Knowledge of policies and procedures of Sanitary District.
13. Knowledge of permitting process and rate and fee schedule.
14. Ability to read plat maps and sewer atlas.

REQUIRED TRAINING AND EXPERIENCE

This position requires a minimum of ten years general office/accounting experience, five years hands-on experience with computer systems and networks and an overall knowledge of various software applications, and three years supervisory experience. Other combinations of education and experience will be considered.